

WORKSHOP GENERAL INFORMATION

- **Cost:** \$200.00 per person.
- **When:** Held every other month the workshop is a 2-day course with 5 hours of instruction each day.
 - February 4 & 11 (Fridays)
 - April 1 & 8 (Fridays)
 - June 3 & 10 (Fridays)
 - August 3 & 10 (Wednesdays)
 - October 7 & 14 (Fridays)
 - December 2 & 9 (Fridays)
- **Time:** 9:00 am to 3:00 pm, with a 1-hour lunch break.
- **Where:** The workshop is held in the King County Chinook Building Room 126, 401 Fifth Ave (5th & Jefferson), Seattle.
- **Register:** The workshop is limited to 25 participants and enrollment is on a first-come, first-served basis. Provide name, Bar Number (if attorney), and contact information (telephone number & e-mail) to Shanna Knight, Registrar, at 206-205-8436 or shanna.knight@kingcounty.gov.
- **Payment:** Secure your place in the workshop by paying the \$200 tuition at least 2 weeks in advance. Send your check, payable to "King County Clerk," to Shanna Knight, 401 4th Ave North, Room 2C, Kent, WA 98032.
- **Questions:** Please contact Beth Taylor, Program Manager, at 206-296-7838 or beth.taylor@kingcounty.gov.

"Wish I was encouraged to do this fifteen years ago. Should be mandatory training."

Legal staff workshop participant

This workshop offers an inside view of the Clerk's Office, plus Arbitration or Family Court Operations. You learn the essentials about processing cases through the court and discover time and money saving tips. You will note how extensively technology is used, and also ways in which you may use technology in conducting Clerk's Office business. We hope you will share ideas for improving operations for the Clerk and the Court.

Hon. Richard F. McDermott, Presiding Judge

The Clerk's Office always benefits from this workshop. Many good ideas come from the course, often leading to procedural changes that simply work better. Attorneys and legal staff get to interact directly with our staff. We hear directly from some of our most important customers. Many of our workshop graduates continue to let us know how we're doing. Such feedback keeps us focused on the type and quality of services we provide.

Barbara Miner, Superior Court Clerk

CLERK'S OFFICE HOURS

Monday - Friday 9:00 am - 4:30 pm
Closed for lunch (12:15—1:15 pm)

OFFICE LOCATIONS

King County Courthouse

516 Third Ave., Room E-609
Seattle, WA 98104

Maleng Regional Justice Center

401 Fourth Ave. N, Room 2-C
Kent, WA 98032

Juvenile Court—Youth Service Center

1211 East Alder, Room 307
Seattle, WA 98122

GENERAL INFORMATION (All Locations)

(206) 296-9300 (206) 296-0100-TTY

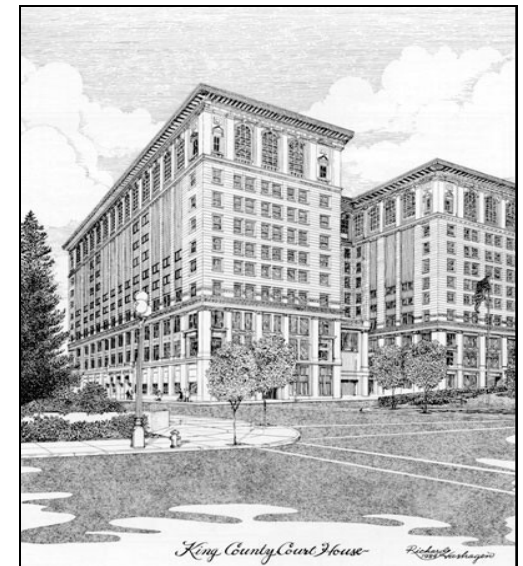
WEB ADDRESS

<http://www.kingcounty.gov/courts/Clerk>



Superior Court Clerk's Office 2011 CLE Workshop for Attorneys and Legal Staff

(10 CLE credits for WSBA members)



King County Courthouse
Seattle, Washington

Barbara Miner
Director and Superior Court Clerk

CLERK'S OFFICE CLE WORKSHOP COURSE OF INSTRUCTION



DEPARTMENT OF JUDICIAL ADMINISTRATION

The Clerk's Office (King County Department of Judicial Administration—DJA) King County Charter, departmental mission and office organizational overview.

WEB SITE INFORMATION, E-FILING & ECR ONLINE

Using the Clerk's Office Web site. In-depth demonstration of the eFiling application's capabilities and ECR Online for remote access to case files. Review of court rules authorizing E-Filing, E-Service, E-Working Copies and online access to court records. Technology tips to avoid mistakes.

CASE INITIATION & DOCUMENT INTAKE

Case initiation through Cashiers and eFiling application. Case files: how documents are made part of the electronic court record (ECR), the heart of the Clerk's systems for managing cases, data and documents. Key procedures and rules. Practice tips for case initiation, managing active cases, and use of data from the SCOMIS system (at the WA State Administrative Office of the Courts). Special attention on sealed record information.

FINANCE & JUDGMENTS

The Clerk's financial management services, the Registry of the Court, fees and payments. Overview of financial processes, including the Clerk's Trust Fund, disbursements, accounting and cashing. Practice tips cover key statutes, investment accounts and procedures for civil judgments and garnishments. Commitment and release processes for defendants and criminal judgments. Learn how to completely close out a case.

"Great information! So happy I attended. Will recommend to others."

Legal staff workshop participant

COURTROOM SERVICES

Duties of courtroom clerks. How to prepare exhibits. Handling exhibits in court and afterwards. Learn the difference between trial exhibits and file exhibits.

EX PARTE DEPARTMENT

Ex Parte procedures, with practice tips, forms and insights on working with staff and commissioners. Learn the required 'Ex Parte' via the Clerk' document submission process.

RECORDS ACCESS, CUSTOMER SERVICES

Access and research case records, old and new. Obtaining forms, recorded court proceedings and archived records. Review fee-based services and services for those seeking domestic violence or anti-harassment protection. Designating Clerk's Papers for an appeal.



TOUR THE CLERK'S OFFICE (OPTIONAL)

Layout and operations of the Clerk's Office in the Courthouse in downtown Seattle.

ARBITRATION DEPARTMENT

King County's Mandatory Arbitration Program: history, assignment process and tips, important timelines and information.

—OR—

FAMILY COURT OPERATIONS

Services in cases with contested custody/visitation include parenting plan evaluations, mediations, domestic violence and other risk assessments, adoption services and Unified Family Court (UFC).

Visit the Clerk's Office CLE Website [here](#).

The ELECTRONIC COURT RECORDS (ECR) program won a 2007 INNOVATIONS

IN AMERICAN GOVERNMENT

AWARD from the Ash

Institute for Democratic Governance and Innovation at the John F.

Kennedy School of Government, Harvard University.



MATERIALS PROVIDED

A workshop notebook with useful information, examples and suggestions.

EVALUATION

Conclude each session and the workshop with a written evaluation. Share reactions, criticisms and suggestions. Your comments will help with ongoing improvement in the workshop and the Clerk's Office.

EXTRAS AVAILABLE: EXHIBIT ROOM

Arrange an Exhibit Room visit by contacting the Exhibit Room Supervisor.

OTHER ACTIVITIES AND LOCATIONS

Visit the Clerk's Office at the Maleng Regional Justice Center in Kent or at the Juvenile Court by contacting DJA's managers at those sites.

"I have been very impressed with how open and accessible you all are. The level of service you provide is exceptional. Everyone is incredibly experienced and professional."

Attorney workshop participant